



Umair Manzoor

Customer Services Officer



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Umairmanzoor2@gmail.com



Dubai, UAE

EDUCATION

Intermediate of commerce (I.com)
(2019-2021)

- (Aspire Group of colleges)

Bachelor Of Commerce (B.com) (2021- Continue)

- Superior University
Lahore

COMPUTER SKILLS

- Windows, MS-Office

PERSONAL ATTRIBUTES

- Striking positive relationships with clients & team members
- Excellent communication, with clear and assertive professional language
- Self-confident and motivated to take up challenging assignments
- Fast learner, motivated to constantly improve my skills and knowledge

SKILLS SUMMARY

- Team Management
- Cash Management
- Excel Reporting
- Cash Depositing in Bank
- Self-Driven
- Document Management

WORK EXPERIENCE

Jalal Sons

Customer Service and Cashier

Aug 2021- 2023

- Greeted customers in a warm and positive manner.
- Addressed customers' inquiries and concern facilitate
- Decision-making minimizes anxiety and hesitation.
- Guided customers on purchases based on interests, promotions, and other sales and preferential parameters.
- Answering phones and responding to other inquiries
- Ability to multi-task, while being attentive to customers and remained flexible to the needs of business.
- Ensured high level of customer satisfaction through excellent service.
- Always thanked customers & invited them back.

LANGUAGE SKILLS

- English, Urdu, Hindi, Punjabi, Arabic

PASSPORT & VISA DETAILS

- Valid Pakistani passport
- UAE Visit Visa Valid till 15th of Sep 2023

PROFESSIONAL REFERENCES

- Can be provided on

DECLARATION

- I hereby declare the above given information is correct & complete to the best of my knowledge & belief.

Umair Manzoor